

## **Extemporaneous Speech Structure: 4-6 Minutes**

Most speeches follow the following format, which was presented at the University of Iowa forensics institute.

### **I. INTRODUCTION**

- a. Attention getter. This can be an anecdote or a quotation. If it's an anecdote, there should be a CLEAR analogy to the topic.
- b. Explain the link of your anecdote or quote to the topic.
- c. Explain the significance of the topic- connect to audience.
- d. Read your question WORD FOR WORD as it was written.
- e. Answer the question, and say what your two (or three) areas of analysis will be- preview main points.

### **II. BODY**

- a. AREA OF ANALYSIS 1 (2 Generalizations/Reasons at MINIMUM. Bring sources in here and explain how it IMPACTS the audience)
  - i. Generalization 1
    1. Documentation/evidence
    2. Documentation/evidence
  - ii. Generalization 2
    1. Documentation/evidence
    2. Documentation/evidence
- b. Area of analysis 2 (repeat steps from area 1)
- c. Area of analysis 3 (optional repeat steps from 1)

### **III. CONCLUSION**

- a. Repeat question
- b. Repeat answer and summarize the areas of analysis.
- c. Tie your ending into your attention getter.

- ANSWER the question- Where, When, Who!!! CREDIBLE!!!
- RELATE it to your audience
- Be ORGANIZED
- Be CLEAR
- Be CURRENT
- Places on the web to research.

## **CURRENT IS THE KEY!**

- [ABCnews Online](#)--A surprisingly good site. Comprehensive domestic and foreign coverage.
- [Asiaweek](#)--Fantastic for Asian economic issues. Especially useful in light of recent events in the region.
- [Boston Globe, The](#)--A good source for foreign and domestic news.
- [Business Week Magazine](#)--Awesome magazine with focus on international economics.
- [Center for Security Studies and Conflict Research](#)--Opinions on security from all kinds of prestigious sources.
- [Christian Science Monitor, The](#)--This is truly an amazing service. The full contents of CSM, and you can search their archives going back to 1980.
- [Electronic Newsstand, The](#)--More than 2,000 magazines. It's great stuff.
- [Electronic Telegraph, The](#)--The On-line version of London's The Daily Telegraph.
- [Far Eastern Economic Review, The](#)--While not as useful as the print edition, this site still has lots of good material.
- [Financial Times, The](#)--A wonderful British newspaper.
- [International Herald Tribune, The](#)--it's mostly rehash from the New York Times and Washington Post, but it's a fancier citation
- [Irish Times, The](#)--Good coverage of British and Irish affairs.
- [Jerusalem Post, The](#)--Middle-East news like nobody's business.
- [London Times, The](#)--Good British and foreign coverage.
- [Los Angeles Times, The](#)--Another great source for international and domestic affairs. Links to the Associated Press Newswire.
- [New Republic, The](#)--Great politics and surprisingly good foreign affairs coverage.
- [New York Times, The](#)--By far the best extemp tool on the web.
- [Russia Today](#)--Great English-language coverage of Russian affairs.
- [South China Morning Post](#)--A Hong Kong newspaper with excellent coverage of Asia.
- [The Washington Post](#)--One of our nation's best newspapers.